Office of Security

Trends and Highlights

FEBRUARY

1974

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DIRECTORATE

ADMINISTRATIVE - INTERNAL USE ONLY

INFORMATION SYSTEMS SECURITY GROUP

Trends and Highlights

February 1974

HIGHLIGHTS

1. Progress continued in developing a Community Limited Access Intelligence Register (CLAIRE) to meet the DCI's requirement for an automated "bigot list" control system. The Intelligence Community Staff was briefed on our efforts to define user requirements and operational concepts for such a system. The Office of Joint Computer Support was tasked to make a feasibility study. OJCS produced the feasibility study which suggested that such a system, though administratively difficult to implement, was both technically and economically feasible.

2. Plans to hold a computer security seminar for Office of Security personnel and selected other Agency employees with computer security responsibilities continue to be developed. The schedule for the seminar was drafted, and accreditation by the Director of Training has been received. The seminar will be conducted part-time, two hours per day, over a 4-week period. It is expected to be conducted in May and November 1974.

3. Security requirements were defined for the Mass Storage System being developed under contract by the Office of Joint Computer Support. With the passage of time, this storage capability will handle a large percentage of the data processed by computers in the Agency. The security requirements for this computer storage system therefore are highly important.

4. A Headquarters Regulation has been drafted defining the roles and responsibilities in the computer security area of the Office of Security, the Office of Communications, computer components, and computer users. This is a follow-on to a recommendation arising from the Inspector General's review of the Office of Security's operations in 1973. These responsibilities essentially accent the policy development, guidance, and compliance determination roles of the Office of Security and the computer security implementation responsibility of the heads of computer components.

5. It was recommended and the Director of Security concurred in M&S Directorate plans to disperse computer terminals in the Ames Building.

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Information Systems Security Group Monthly Report for February 1974

Earlier plans had suggested concentrating such terminals in an Ames Building Data Access Center. Security standards are being developed for a Data Distribution Grid in Agency buildings outside the Headquarters in support of this dispersal plan.

    6. A review has begun of Executive Registry plans to automate selected aspects of its operations, including the maintenance of its Document Index, the publication of the daily Journal, and the recording of the minutes of the DCI's morning meetings. The principal purpose of the survey is to evaluate the risks associated with the introduction of sensitive data contained in these operations into the OJCS resource sharing computer operations.

ANALYSIS

    The ISSG work load for February was significantly greater than January. This is evidenced by the fact that despite an above-average productivity of completed cases during February, pending actions on 1 March were almost 60 percent more than on 1 February. Except for problem resolution type actions, the increase in activity was distributed over all types of cases.

TRENDS

    1. Continuation of the February work level through March and April is expected. No dramatic increase over the new higher February level is foreseen for the next few months. Most of the February increase over the January activity level is attributed to the convenience to customer components of the new ISSG Headquarters location.

    2. Steps initiated in January to transfer ADP support activities to the ISSG clerical staff are beginning to bear fruit. The 1 April target date for the completion of this transfer will be met. Evidence is developing to suggest an increase in our clerical table of organization.

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PLANS, PROGRAMS AND ADMINISTRATION DIVISION

Trends and Highlights

February 1974

Budget and Fiscal Branch

1. The Office of Security FY-1975 Congressional Budget was submitted to the Office of the Comptroller 1 March 1974. The Office of Security ceiling has been revised on a pro rata basis with other DD/M&S components. It reflects a staff personnel ceiling of ▮▮ STATINTL positions, which is a reduction of 21 or ▮▮ from FY-1974. Contract positions have also been reduced by five, from 40 to 35. Fund adjustments were made for Pay Act costs, including guards (+$723,000), personnel reductions (-$301,000) and ▮▮▮▮ funding (-$100,000) to arrive at a revised FY-1975 budget ▮▮▮▮▮▮.

STATINTL (left margin)

2. Although the above funds and positions are now included in our FY-1975 Congressional Budget, the real 1975 operating budget will be established later based on the personnel reviews now in process by the A/DD's.

Personnel Branch

1. The Personnel Branch began using a new computer system designed by the Deputy Chief/PP&AD in cooperation with ISSG to provide increased Career Service information on individual careerists and positions. Previous to this system, most Branch statistical reports on Career Service strength and positions were manually produced. This new approach will provide more information within a shorter time frame and save the Branch substantial man-hours.

2. Arrangements were made to have the Psychological Services Staff/OMS brief the Office of Security's Professional Criteria Committee. The PSS/OMS provided the Committee with information on the PSS/OMS capability in the area of testing and assessment of professional candidates.

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Plans, Programs and Administration Division Monthly Report - February
1974

Plans, Programs Branch

1.   Proposed DD/M&S Objectives for the Office of Security for
FY-1975 and FY-1976 were submitted to the DD/M&S. Eleven were pro-
posed for FY-1975, and seven for FY-1976. These were later collated
with proposals from the DD/M&S. The Director of Security was accom-
panied to his 20 February meeting with the DD/M&S, the Associate
DD/M&S, and members of the Plans Staff to resolve differences in
proposals. The outcome of the meeting was the selection of eleven
objectives, ten for FY-1975 and one for FY-1976, which are to be
tracked at the DD/M&S level during FY-1975.

2.   The 58 discrete functions of the Office of Security were
grouped into ten resource packages, and these packages were circulated
among the operating components for comment and/or amendment in con-
nection with developing Management and Services Directorate planning
for FY-1975.

3.   A paper was developed costing out the security support ren-
dered the Intelligence Community based on FY-1974 data.

4.   An extensive draft memorandum reply to Senator Sam J. Ervin
on the matter of Senate 1726, a Bill to Amend the Freedom of Informa-
tion Act, prepared by the Legislative Counsel, was reviewed and re-
written to include some additional data and some editorial changes.

5.   A paper was prepared for the Director of Communications out-
lining the Secure Voice Communications requirements for the Office of
Security for FY-1976 and beyond.

6.   Replies were coordinated and a unified response was prepared
from the Office of Security to the Inspector General on the matter of
the classification and declassification of information.

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SECURITY RECORDS DIVISION.

Trends and Highlights

February 1974

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1. Examination of the work measurement statistics indicate that the overall productivity of the Division increased slightly over January. Such traditional areas as Case Processing showed a small decrease, while Filing and Case Analysis activities remained static. This probably reflects a slowly declining investigative case load in the Office of Security.

2. The Indices Activities continue to show a heavy increase in work directly attributable to the project of purging the Office of Security Personal Index of names which are no longer pertinent due to the passage of time. The Office of Security Personal Index realized a net decrease of 2.2 percent this month and stands 65,473 entries below the two million upper cut-off level.

3. Both the Computer Support and Compartmented Information Activities continue to indicate a real increase in work load over 1973.

4. A three-fold increase in the Microfiche activities indicate that the shift of emphasis from retired files in the Record Center to files currently meeting the criteria for retirement has been completed. A new tempo has been established and should continue in the months ahead.

5. The decrease in Communications activities reflects not only less traffic but also the elimination of statistics for pouch manifest activities.

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SECURITY RECORDS DIVISION

Work Measurement Statistics - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through February 1973		Cumulative Through February 1974		% Productivity
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	+ −
1. Case Processing.	1. Cases opened based on requests for a security clearance 25X1A	18819	10	18085	11	− 12.9
2. Indices Activities	2. Collective total of ████ searches, cards filed, names changed, cards typed, cards purged, names grouped, security documents numbered	114269	8	152445	7	+ 52.5
3. Filing Activities	3. Collective total of files requested, files pulled, folders filed, security documents filed, files recharged, PSU requests, scope searches	556799	14	490037	12	+ .2
4. Computer Support Activities	4. Collective total of names searched, case searches, systems update transactions, CIB transactions, Miscellaneous Keypunch Activity, 1050 Telecommunications transactions	488513	10	657215	10	+ 34.7
5. Communication Activities	5. Collective total of ~~pouch manifest items~~, teletype, dispatch, Agency cable and non-Agency cable traffic handled	42277	3	41216	4	− 26.9
6. Case Analysis Activities	6. Collective total of cases completed, case summaries prepared, and reference material reviewed and summarized	9981	5	10246	5	+ 2.7
7. Information Services Group Check Activities	7. Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors, and ISG checks levied on OS	13219	2	9497	2	− 28.2

SECURITY RECORDS DIVISION

Work Measurement Statistics - FY 1974

BRIEF ACTIVITY DESCRIPTION	BASE UNITS	Cumulative Through February 1973		Cumulative Through February 1974		% Productivity
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	+ -
8. File Retirement Activities	8. Collective total of files reviewed for retirement/microfiche, files retired, and files microfiched.	41315	3	30352	3	- 26.5
9. Microfiche Activities	9. Collective total of pages prepared and files filmed.	52151	2	290262	9	+ 23.7
10. Compartmented Information Activities Recordkeeping	10. Collective total of changes to master record, ▮▮▮▮▮ and cable actions.	201715	10	293383	10	+ 45.5
11. Compartmented Information Activities - Briefings	11. Briefings/debriefings conducted.	1473	1	1592	1	+ 8.1
12. Outside Agency Name Check Activities	12. Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	55711	3	56333	3	+ 1.1
	CUMULATIVE TOTALS	1596232	71	2050663	78	+ 16.9

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SPECIAL SECURITY CENTER·

Trends ·and Highlights

February 1974

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1.   Security services were provided the 26 February meeting of the Security Committee. A Security advisor participated in a working meeting of the Committee on Imagery Requirements and Exploitation, as well as a special working group engaged in a major modification of compartmented intelligence security controls.

2.   Staff actions in support of the USIB Security Committee included preparation of the following papers:

   a.   USIB Policy Concerning Hazardous Activities by Personnel Provided Access to Compartmented Intelligence

   b.   USIB Directive 1/11, Security Committee

   c.   Report of Survey: Current Practices with Respect to the Handling of Materials Within Sensitive and Narrowly Held Sub-Classifications of the Major Compartmentation Systems .

   d.   Report of Survey: The Dissemination and Handling of National Intelligence Estimates and Inputs to National Security Study Memoranda

3.   Compartmented intelligence security briefings and debriefings were conducted with 13 CIA personnel and 39 non-CIA personnel. The non-CIA personnel included officials of the National Security Council Staff and other White House offices, the U. S. Information Agency, Atomic Energy Commission, Drug Enforcement Agency, and the USDA.

4.   Accredited facilities at the following locations for the storage of compartmented intelligence materials:

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Special Security Center Monthly Report for February 1974

       U. S. Army EUCOM Patch Barracks, Stuttgart,
       Germany

       U. S. Treasury Department, Washington, D. C.

       13th USASAFS, Harrogate, Yorkshire, England

       45th Army Command General Staff College,
        Ft. Leavenworth

       U. S. Army, Ft. Monroe, Virginia

       Deputy Assistant Secretary of Defense,
        Pentagon Building

25X1A   Strategic Reconnaissance Center, SAC, Offutt
       AFB, Nebraska

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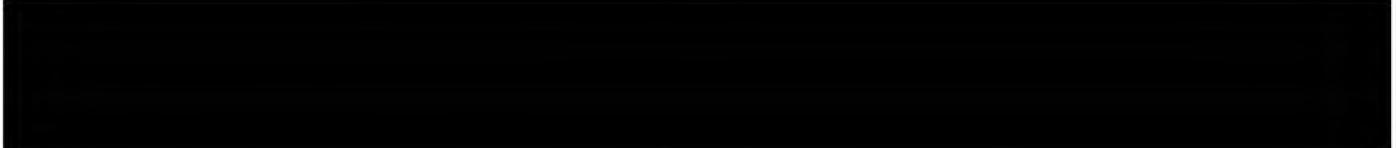
25X1A   6. A representative of the Special Security Center traveled to
██████████ to advise ██████████████ on physical safeguards for   25X1C
a new facility under construction to house compartmented intelligence
materials.

      7. A representative of the Special Security Center participated
in the deliberations of an ad hoc interdepartmental group engaged in
considering appropriate changes to the ██████ security policy.   25X1A

      8. Security guidance was provided to the Federal Energy Office
concerning the processing of compartmented intelligence security clear-
ances and the storage and handling of compartmented intelligence mater-
ials.

      9. Reorientation compartmented intelligence security briefings
were provided to a number of senior secretarial employees of IC Staff.

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Special Security Center Monthly Report for February 1974

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11. A representative of the Special Security Center partici-
pated in a special ad hoc task group, chaired by IC Staff which is
attempting to find a basis upon which to assess the cost of unauthor-
ized disclosures.

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DIRECTORATE

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PERSONNEL SECURITY & INVESTIGATIONS DIRECTORATE

Trends and Highlights

February 1974

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1.   Staff case receipts for February 1974 were slightly lower than for the preceding month. Significant, however, in the staff case receipt figure is the added volume resulting from approximately 260 summer cases included in the February report. This large addition of cases represents a substantial additional workload within Clearance 25X1Asion and field office personnel.

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3.   February 1974 receipts in the industrial security access approval area fell by a figure of slightly over 300 cases. Informally, we have been advised by Chief, Security Staff, DDS&T/OD&E, that a substantial fall off of cases ██████████ is expected in April 1974.   STATINTL

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CLEARANCE DIVISION

Time Factors in Processing Overt & Semi-Covert Cases

February 1974

1. PROCESSING TIME (For * 65 Regular Cases)				
Time required during month to process to Approval or Disapproval, "Applicant Type" cases received from Office of Personnel	DAYS IN INVESTI-GATION	DAYS IN RESEARCH AND APPRAIS-AL		TOTAL DAYS
		SRD	CD	
(Average number of days):	31	4	3	38

2. ANALYSIS OF PROCESSING TIME	CASES
a. Less than 30 days	13
b. 31 to 60 days	48
c. 61 to 90 days	4
d. 91 to 120 days	0
e. 121 to 150 days	0
f. over 150 days	0

3. CASES PENDING OVER 90 DAYS	STATUS	
	Deferred	Regular
Number of "Applicant Type" cases received from Office of Personnel and pending more than 90 days	20	1
	Total	21

*This figure does not include 8 cases where clearances were granted without FURTHER OR IMMEDIATE INVESTIGATION which, if included, would give a grand total of 73 CASES.

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Monthly Activities of the PSI Directorate

February 1974

Clearance Division Activity

Total Cases Received	2226
Total Field Cases Received	934
Total Cases Processed	2210
Total Field Cases Processed	968
Total Cases Pending	3687
Total Field Cases Pending	1927

Field Office Investigative Assignments

Total Received	1434
Total Completed	1576
Total Pending	2219

Security Support Activity

Operational Support
Total Headquarters and Field
Field Office Manhours   4337

External Activity
Briefings, Correspondence,
Functional Guidance and Outside
Activity Total Actions   778

STATINTL ▇▇▇▇▇▇▇ Research
Overt   137 (81-fav; 34-note; 19-unfav;
           4-incl)
Covert   41
Total   178

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PHYSICAL SECURITY DIVISION

February 1974

25X1A		Monthly	Cumulative Total FY-74
1.			
2.			
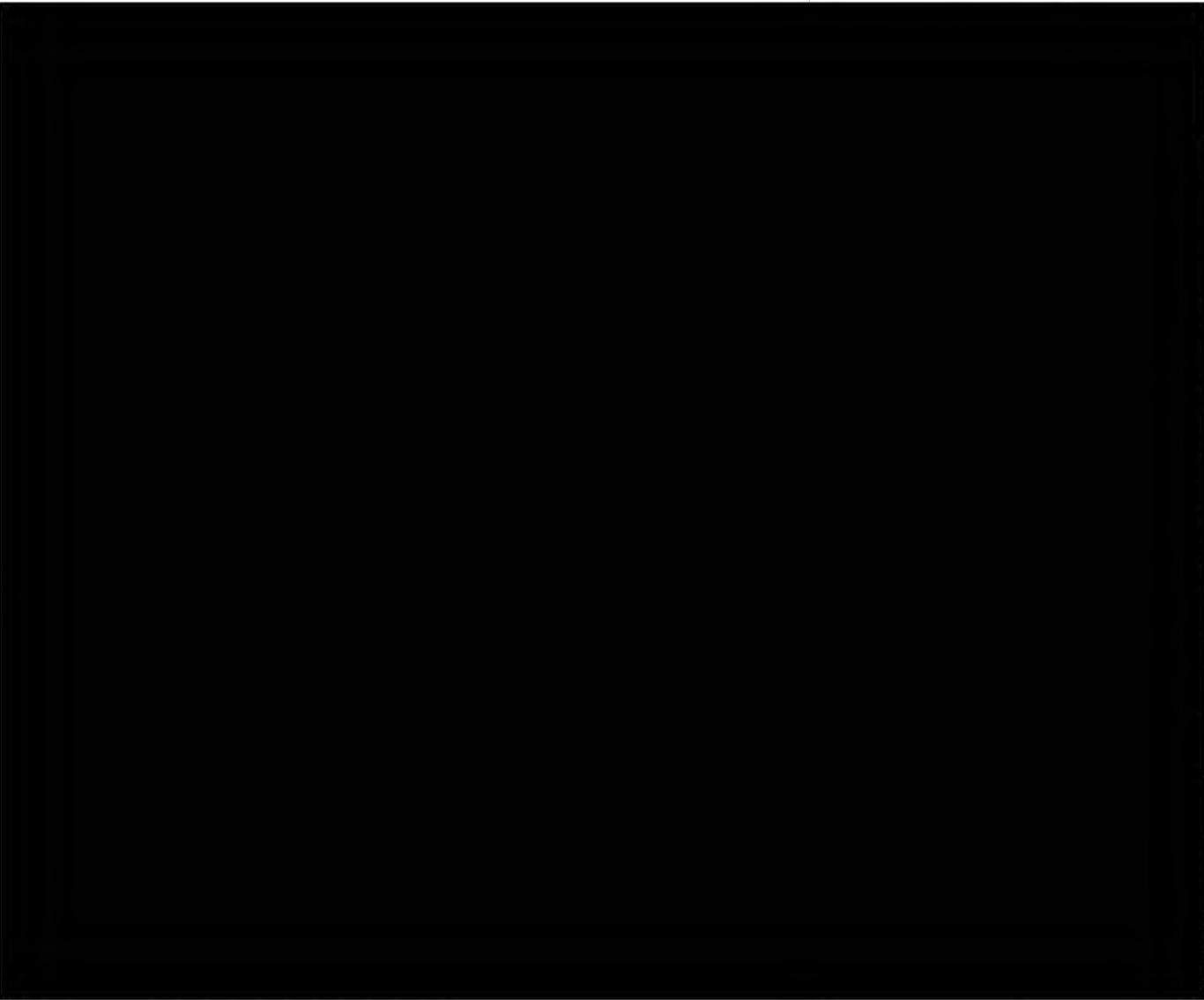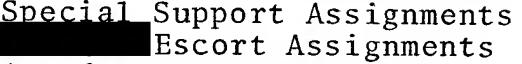
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PhySD Monthly Report for February 1974 (Continued)

	Monthly	Cumulative Total FY-74
SECURITY VIOLATION PROGRAM		
Headquarters Investigations Completed	77	585
Overseas Violations Correlated	40	173
SECURITY SUPPORT ASSIGNMENTS FOR · SENIOR AGENCY OFFICIALS (Capitol Hill Appearances, Escorts, etc.)	11	21

3. HEADQUARTERS ACTIVITIES

Security Duty Office

	Monthly	Cumulative Total FY-74
Incidents Involving Written Reports	72	520
Security Assistance Cases	1,233	11,063
Security Inspections of Agency Facilities	352	2,672

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Security Services

	Monthly	Cumulative Total FY-74
Security Equipment Service Calls	682	14,457
Special Support Assignments	106	779
Escort Assignments	454	4,897
Armed Escort Assignments	8	98

25X1A

4. SAFETY

	Monthly	Cumulative Total FY-74
Safety Inspections Completed	0	11
Headquarters Safety Support Actions	22	227
Accident Investigations and Reviews	64	414
Analytical and Statistical Reports Prepared	4	9

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PhySD Monthly Report for February 1974 (Continued)

	Monthly	Cumulative Total FY-74
SAFETY (continued)		
After-hours Drills Accomplished	0	1
Fire Protection and Prevention		
Briefing and Training Sessions	0	3
Equipment Tests	0	0
Educational and Promotional Actions		
(Safety Literature Distributed)	2,500	23,612

5. PHYSICAL SECURITY DIVISION TRAVEL

	Monthly	Cumulative Total FY-74
Man-days on Overseas TDY	47	215
Man-days on Domestic TDY	33	130
Total Man-days on TDY	80	345

6. PHYSICAL SECURITY DIVISION PERSONNEL IN TRAINING

	Monthly	Cumulative Total FY-74
Man-days in Internal Training	83	662
Man-days in External Training	0	1

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Technical Division Monthly Report for February 1974 (Continued)

	Monthly	Cumulative Total FY-74
3. BRIEFINGS AND SERVICES		
Briefing Program		
Briefing Conducted	7	81
Personnel Briefed	103	2034
Training		
Personnel Trained in Security Equipment	10	73
Procurement		
Material Requisitions Initiated	33	160
Dollar Value of Procurements Initiated	$8,228.55	$294,154.57
4. ENGINEERING AND PLANNING		
Liaison Meetings with Other Agencies	3	33
R&D Contracts Followed	14	14
Dollar Value of Contracts in R&D	$664K	$664K
Technical Division Contracts Monitored	10	10
Dollar Value of Technical Division Contracts	$799K	$799K
Visits with Contractors	14	192
5. INTERAGENCY TRAINING CENTER		
Weeks of Regularly Scheduled Training	3	16.6
Number of Students	12	132
Weeks of Special Training	0	2.6
Number of Students	0	21
6. TECHNICAL DIVISION TRAVEL		
Man-Days on Overseas TDY	106	1130
Man-Days on Domestic TDY	51	190
Total Man-Days on TDY	157	1320

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Technical Division Monthly Report for February 1974 (Continued)

	Monthly	Cumulative Total FY-74
7. TECHNICAL DIVISION PERSONNEL IN TRAINING		
Man-Days in Internal Training	40	180
Man-Days in External Training	0	0

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